

**State Records Committee**

**Approval Signature Sheet**

**Records Retention Schedule**

**Application #920501-01**

Sheet 4 of 4

*Schedule Number:* 94-0013

*Effective Date:* 08/23/94

*Creating Agency:* Department of Education  
Georgia Education Leadership Academy  
Leadership Development Program

*Series Title:* Staff Development Unit (SDU) Credit Verification Files.

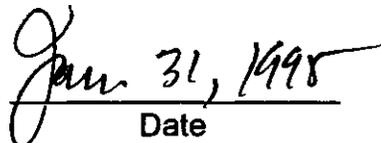
*Dates Covered:* 1986 - [ongoing]

*Access:* Open

*Approved  
Disposition  
Instructions:* Cut off at end of fiscal year  
Hold file in current files area five (5) years.  
Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date



# APPLICATION FOR RECORDS RETENTION SCHEDULE

10F4

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

920501-01

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date		Georgia Department of Education Georgia Education Leadership Academy Suite 1862 Twin Towers East Atlanta, GA. 30334	Application Number	94-0013
Application Number			Date Received	MAY - 1 1992
			Date Completed	8/23/94

<b>2. Person to Contact</b>	<b>Working Title</b>	<b>Telephone Number</b>
Don Splinter	Coordinator	(404) 656-4461

**3. Action Requested**

a.  Establish Retention Schedule; record will continue to accumulate.

b.  Dispose of present accumulation; no further accumulation anticipated.

c.  Amend Application No. \_\_\_\_\_ Check One:  Change;  Supersede;  Void

<b>4. Dates of Series</b>	<b>5. Records Series Title (followed by title used in office, if different)</b>
Earliest 1986	Leadership Development Program SDU (Staff Development Unit) Credit Verification Files
Latest to Date	

**6. Division and Office Function** What is the function of the Division and the Office in which this record series is created?  
 The Georgia Education Leadership Academy (GELA) was created by the Quality Basic Education Act (QBE) to provide educational leadership personnel with continuous opportunity for professional development. Areas addressed by GELA include educational skills development, management skills development, personnel selection models including the NASSP Assessment Center, information dissemination and locally developed programs. QBE states that all persons employed by a Local Unit of Administration (LUA) must have an annual evaluation conducted by a trained evaluator. QBE further states that there will be a uniform state-wide evaluation procedure for certain "certified" personnel, including leadership, teachers, media specialists, school counselors, speech-language pathologists, school social workers and school psychologists. Seven evaluation programs and corresponding evaluator training programs were developed to meet this requirement. The GLEA was given the responsibility for coordinating the evaluator training effort and maintaining evaluator training records.

**7. Record Series Description** This file contains the following documents (include form numbers and titles, if any):  
 Attach samples of the file.

Documents relating to: Documenting completion of Leadership Development Program requirements

Included are: DE Form 0224 - Staff Development Unit Credit Form

File is arranged: Chronologically by Fiscal Year; thereunder alphabetically by name of Training Activity; thereunder alphabetically by participant name.

**8. Monthly Reference Rate** How often are records referred to which are:

One to six months old 4; Seven to twelve months old 4; Thirteen to twenty-four months old 1; twenty-five months and older 1?

**9. Annual Rate of Accumulation of Records**

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) 1/2 Lateral Drawer

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Participant is given the original of Training Record.
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Individual Trainee/Original Copy
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. Audit period	_____ 0 _____ years.
b. Statute of limitation	_____ N/A _____ years.	e. Administrative need	_____ 5 _____ years.
c. Federal law	_____ 0 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

Calendar Year;  Fiscal Year;  Other \_\_\_\_\_ then,

Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then

Transfer to local holding area; hold \_\_\_\_\_ year(s); then

Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

Destroy.

Transfer to State Archives for permanent retention.

Other (Specify)

\*Legal Requirement Verification Attached.  
Memorandum from Stephanie Manis, 3/27/92

These instructions apply to all prior and future accumulations of the series.

*Schedule # 94-0013*

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy [Signature]</i>	<i>10/8/91</i>	<i>Yickie Baker</i>	<i>10/08/91</i>
420591-01		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>See signature sheet</i>	
	Secretary of State/Designee	<i>Attached</i>	
	Attorney General/Designee		

The Department of Law  
State of Georgia  
Atlanta

MAR 30 1992



MICHAEL J. BOWERS  
ATTORNEY GENERAL

30334

GENERAL SERVICES  
132 STATE JUDICIAL BUILDING  
TELEPHONE (404) 656-3300  
FAX (404) 651-9148

M E M O R A N D U M

March 27, 1992

To: Ms. Vickie Oakes  
Records Management Officer  
Department of Education  
General Services Section

From: Stephanie B. Manis *SBM*  
Deputy Attorney General

-----

This is in response to our recent discussions concerning an appropriate records retention schedule for the materials of the Education Leadership Academy. I understand that the records are in four general categories: administration, evaluator training, leadership and staff development and program. These records focus on an extensive training program to train evaluators who then go into the school system and evaluate certified personnel. The Leadership Development does management training for supervisors and superintendents.

After consultation with appropriate professional personnel, you have recommended a retention schedule of five years for the Leadership Development files and two years for the remaining records. Given the nature of these records and their likely need for retrieval, I believe your suggested retention schedule is reasonable and appropriate. If you have any questions or wish to discuss this matter, please feel free to contact me at 651-9452.

**Approval Signature Sheet**  
**Records Retention Schedule**  
**Application #920501-01**

SBM:ds

Sheet 3 of 4

Schedule Number: 94-0013  
Effective Date: 08/23/9

annotation by Ga. Department of Archives and History - RGS 1/23/95